

~~ADMINISTRATIVE INTERNAL USE ONLY~~

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL  
THROUGH : Director of Logistics  
SUBJECT : Survey of Pneumatic Tube System-  
Division Level Objective D57804

1. Attached hereto is the subject survey report as written by action officer [REDACTED]. The milestone for this objective targeted April 1975 for submission of the report, but completion at this time is particularly useful because of pending personnel changes within the Carrier Maintenance Section.

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2. We have determined that the costs associated with installation of a centrally controlled alarm system for the monitor stations would be prohibitive. Similarly, any proposal to further automate the stations would also be costly. In brief, such sophisticated refinements would be nice to have, but are not essential and would not provide a trade off in terms of a substantial personnel reduction. We will adopt the rotating shift scheme, the report recommends for manning the monitor stations. However, we do not plan, at this time, to recruit for and/or fill the vacancy which will be created when the section chief retires other than to move section personnel upward where possible.

3. Having some experience with staff studies, I can appreciate the effort [REDACTED] put into the preparation of his report. It is extremely well written, lucid in describing technical aspects, and altogether a splendid piece of analytical work. This is all the more remarkable when you consider that [REDACTED] is a GS-09 without previous staff experience.

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[REDACTED]  
Chief  
Logistics Services Division, OL

Atts (4):

- A - Defines tube system
- B - Details of NIH study
- C - Status of present system
- D - Brochures

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